Twitter Thread by Blake Burge ■



Blake Burge ■
@blakeaburge

10 time-saving Excel functions you should be using: ■

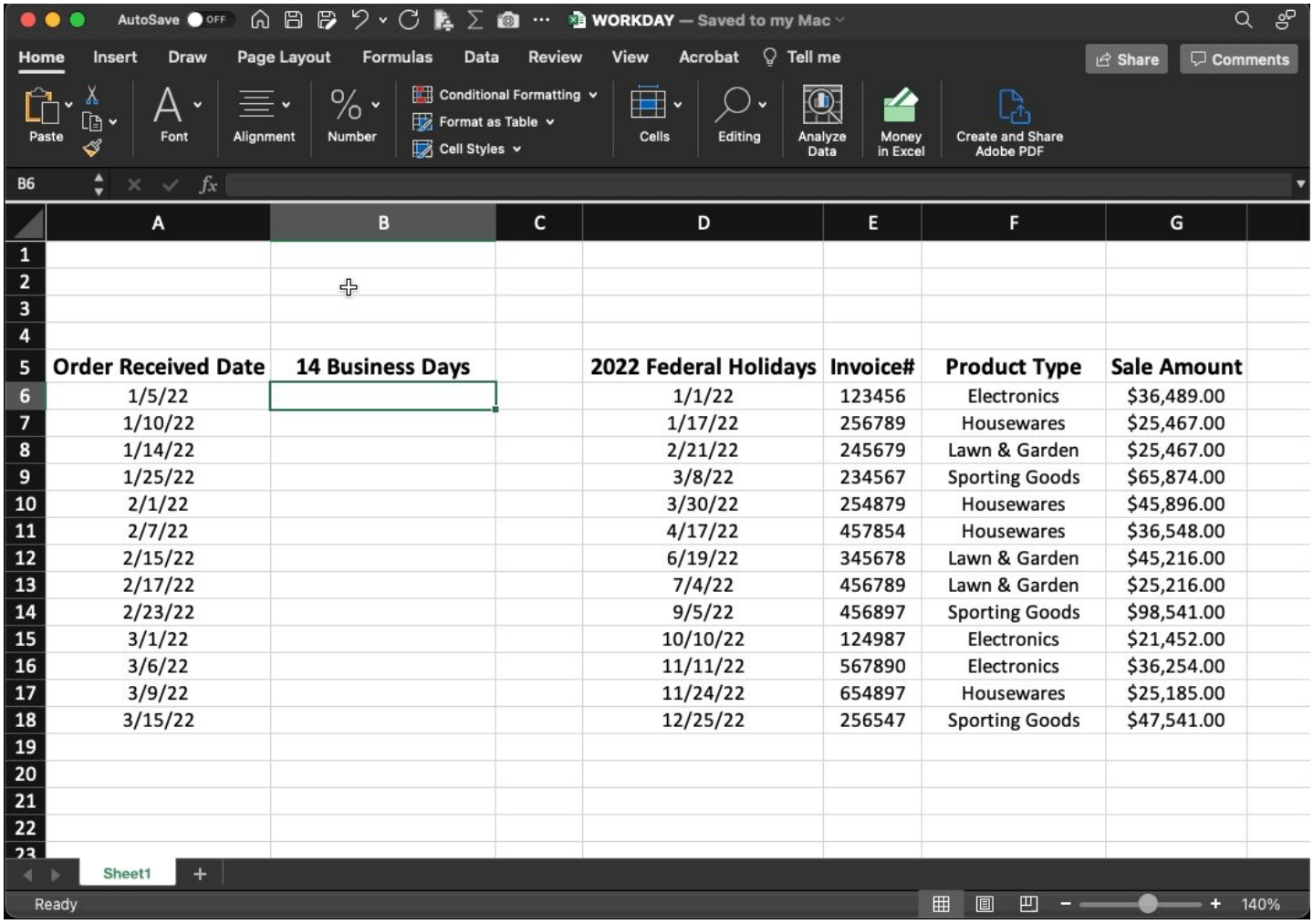
WORKDAY:

Customers need to know when the job will be done.

The Workday function allows you to easily calculate the time between your start date and a specified number of "business days" in the future.

Automatically exclude weekends & holidays of your choosing.

Like this:



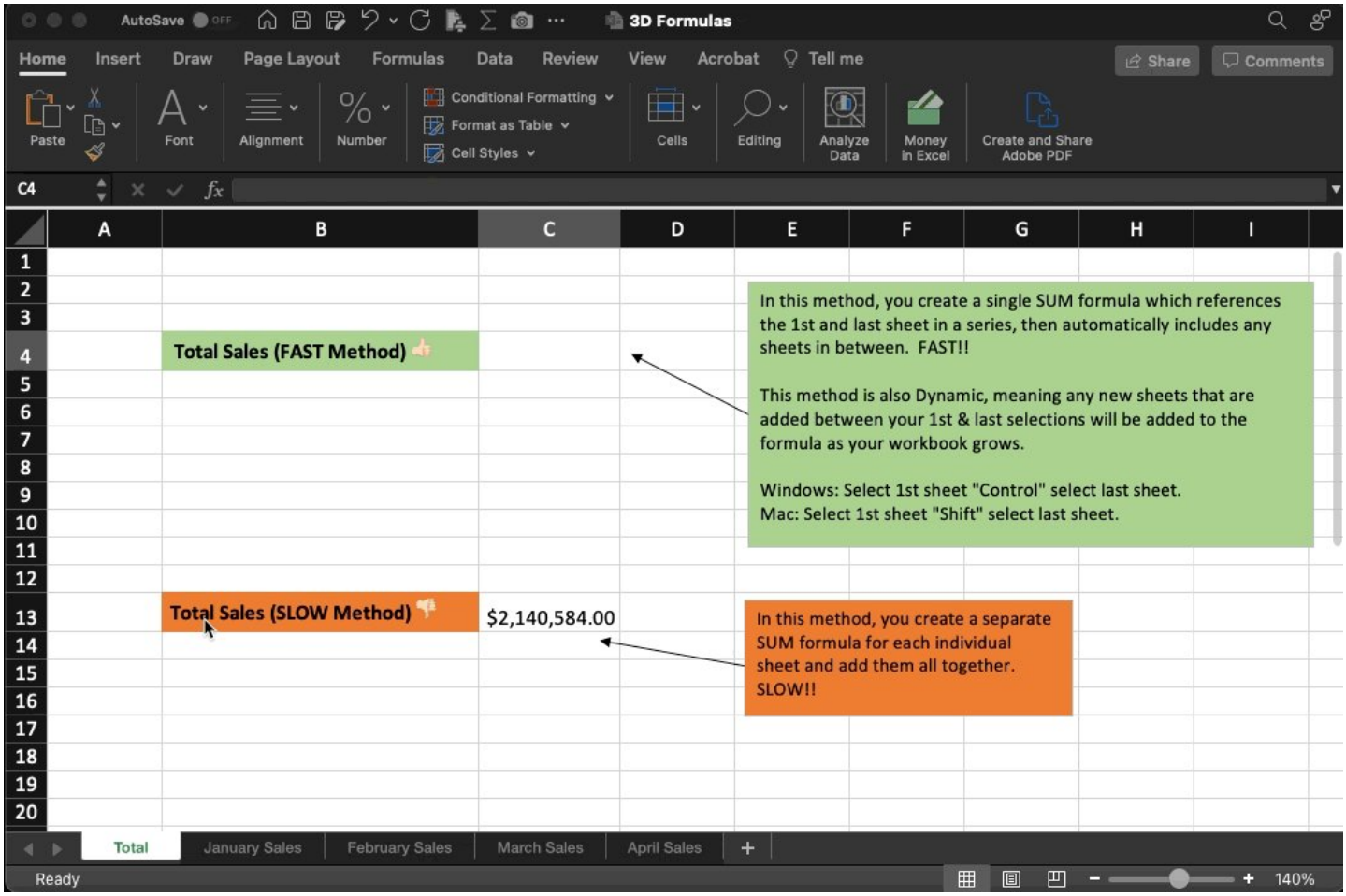
	A	B	C	D	E	F	G
1							
2							
3							
4							
5	**Order Received Date**	**14 Business Days**		**2022 Federal Holidays**	**Invoice#**	**Product Type**	**Sale Amount**
6	1/5/22			1/1/22	123456	Electronics	$36,489.00
7	1/10/22			1/17/22	256789	Housewares	$25,467.00
8	1/14/22			2/21/22	245679	Lawn & Garden	$25,467.00
9	1/25/22			3/8/22	234567	Sporting Goods	$65,874.00
10	2/1/22			3/30/22	254879	Housewares	$45,896.00
11	2/7/22			4/17/22	457854	Housewares	$36,548.00
12	2/15/22			6/19/22	345678	Lawn & Garden	$45,216.00
13	2/17/22			7/4/22	456789	Lawn & Garden	$25,216.00
14	2/23/22			9/5/22	456897	Sporting Goods	$98,541.00
15	3/1/22			10/10/22	124987	Electronics	$21,452.00
16	3/6/22			11/11/22	567890	Electronics	$36,254.00
17	3/9/22			11/24/22	654897	Housewares	$25,185.00
18	3/15/22			12/25/22	256547	Sporting Goods	$47,541.00
19							
20							
21							
22							

3D FORMULAS:

Let's say you want to add up the values in Column 'D' on 4 different sheets & show a single total.

Quit wasting time on SUM formulas that reference each sheet individually.

3D lets you select the 1st + last sheet in a series and dynamically include any in between.



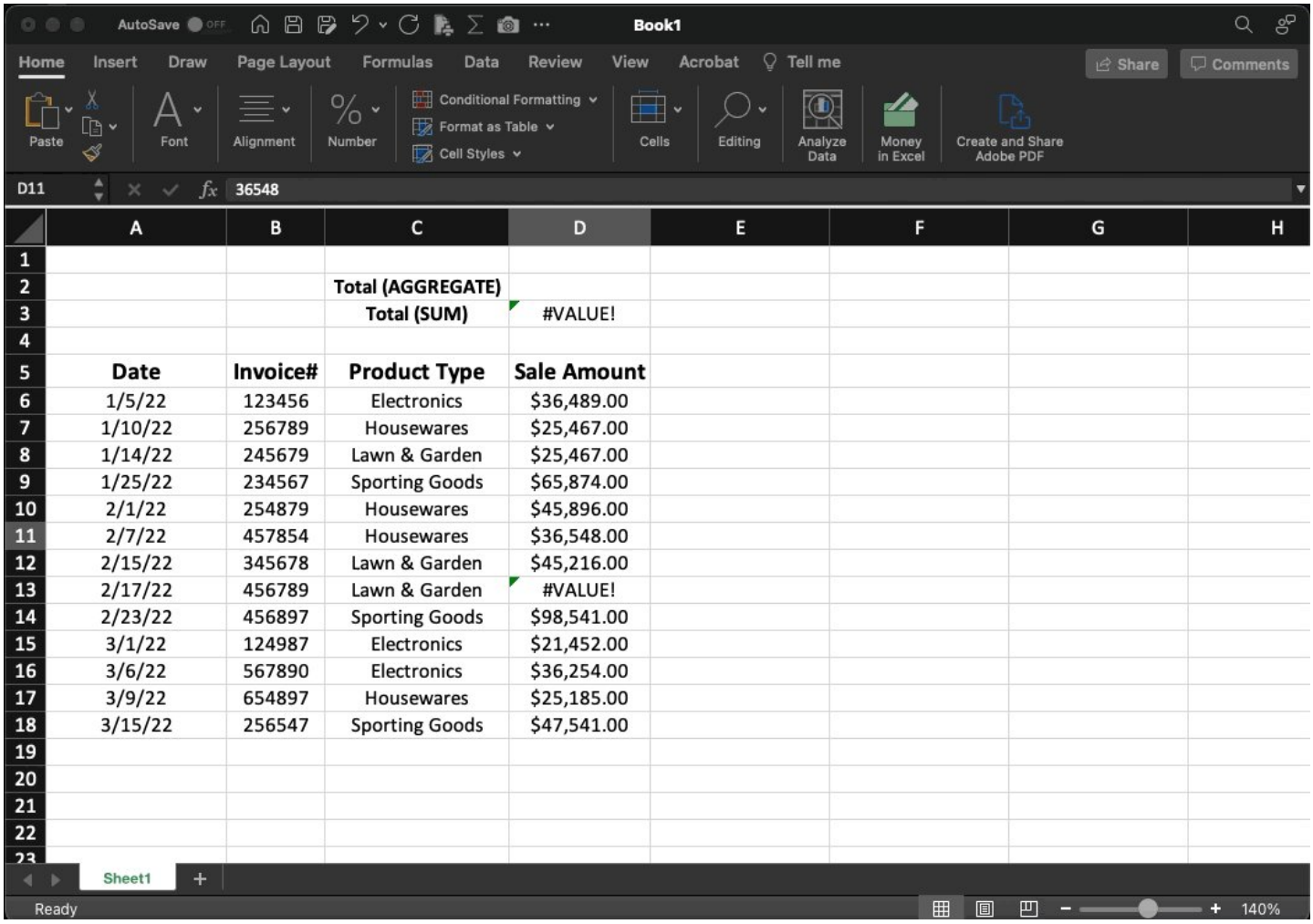
AGGREGATE:

This function returns the result of an aggregate calculation like Average, Count, Sum, Max, or Min.

What makes it special?

Aggregate performs these functions while allowing you to ignore errors, hidden rows, blanks, and more.

Here's how:

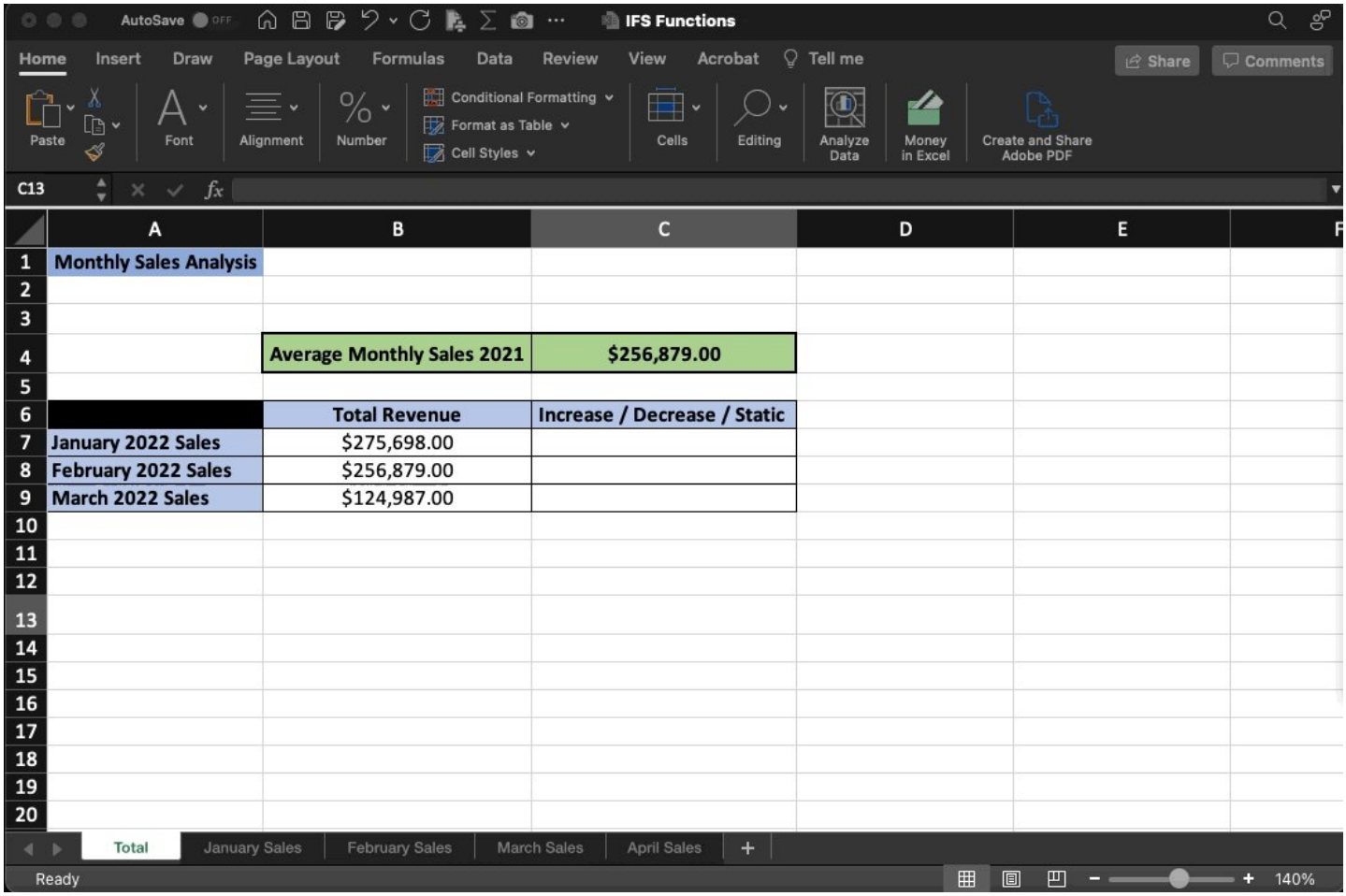


IFS FUNCTION:

The IFS function tests multiple conditions to find out if they are true based on the criteria you provide.

Here, we're going to test if our monthly sales increased, decreased, or remained static in relation to our average.

Use '$' to lock in the reference cell.



SORTBY:

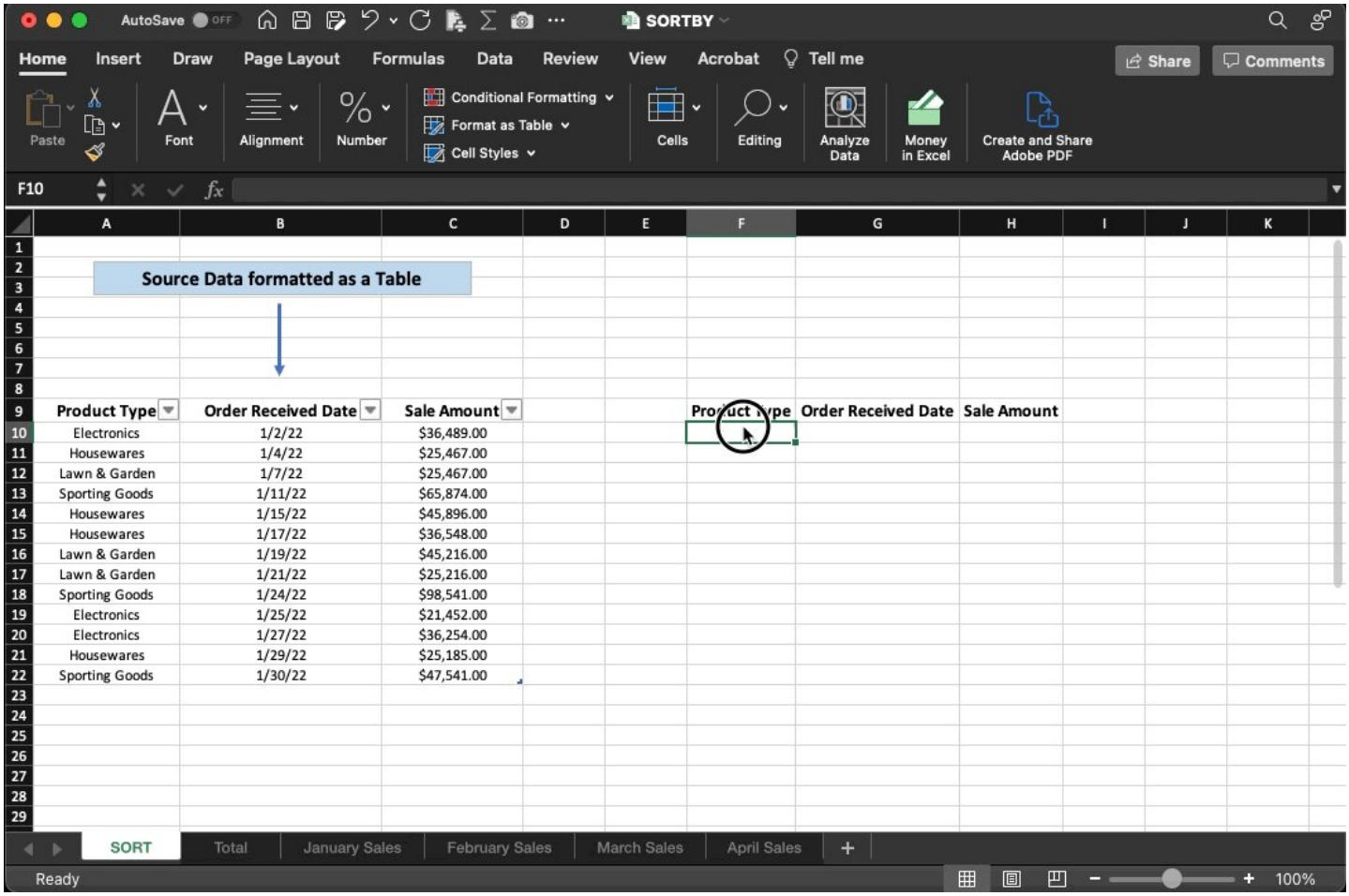
I'm a fan of organized data.

What I'm not a fan of?

Manually updating my sort every time something changes or new information is added.

Here's an easy fix.

With the SORTBY function, we can create a table that dynamically adjusts along with our data in real-time.



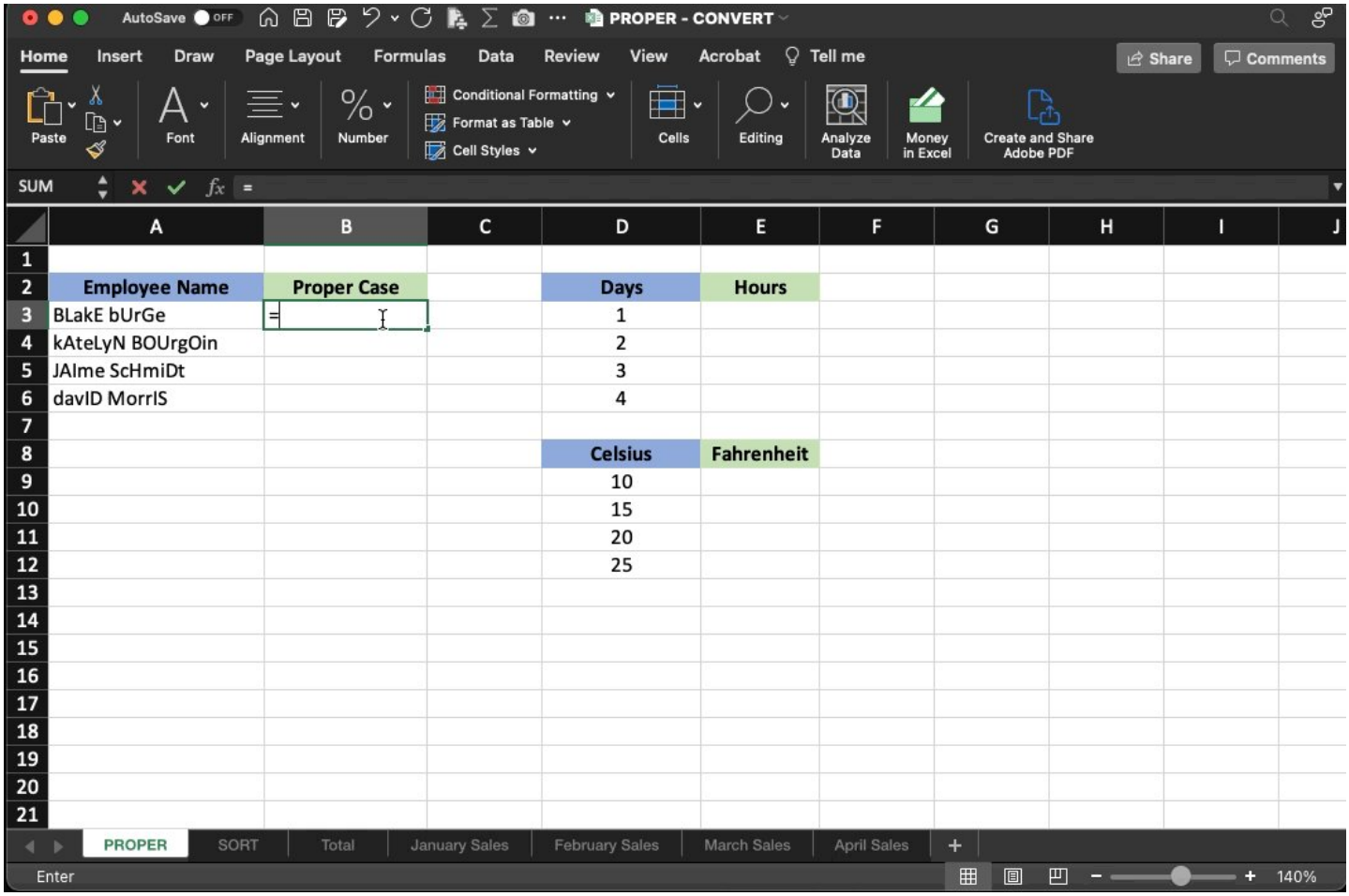
PROPER / CONVERT

• Proper: Quickly check your work & fix typing errors to ensure you have proper case.

Helpful when importing data from an outside source.

• Convert: Easily convert data into an alternate unit of measure.

Days –> Hours
Celsius -> Fahrenheit
+ Many more!



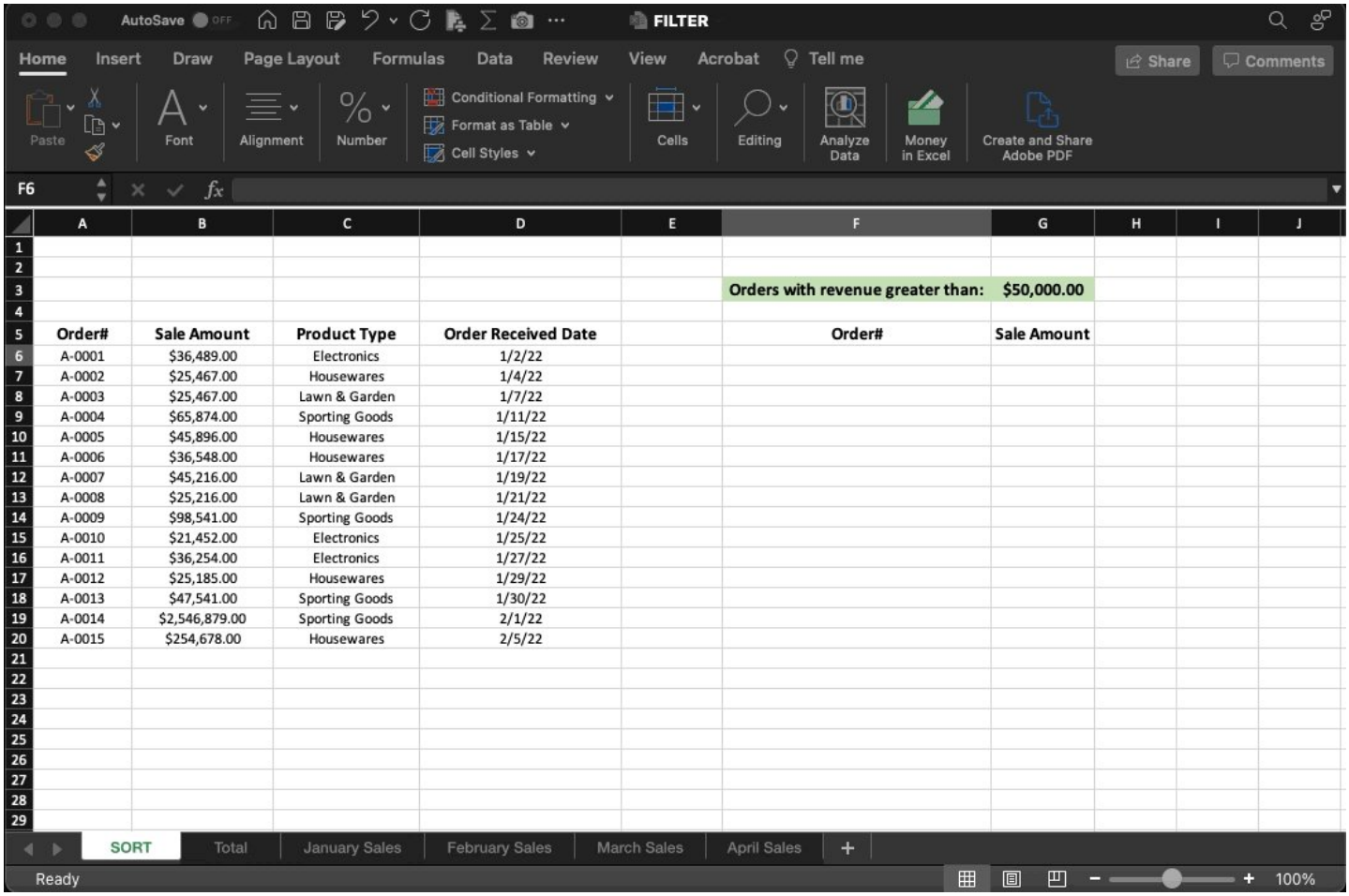
FILTER:

Using the Filter function we can create dashboards that allow us to view results from our data that meet specific criteria.

For example:

Here we want to see only orders that are > than the specified revenue amount.

Change the amount & the data updates automatically.

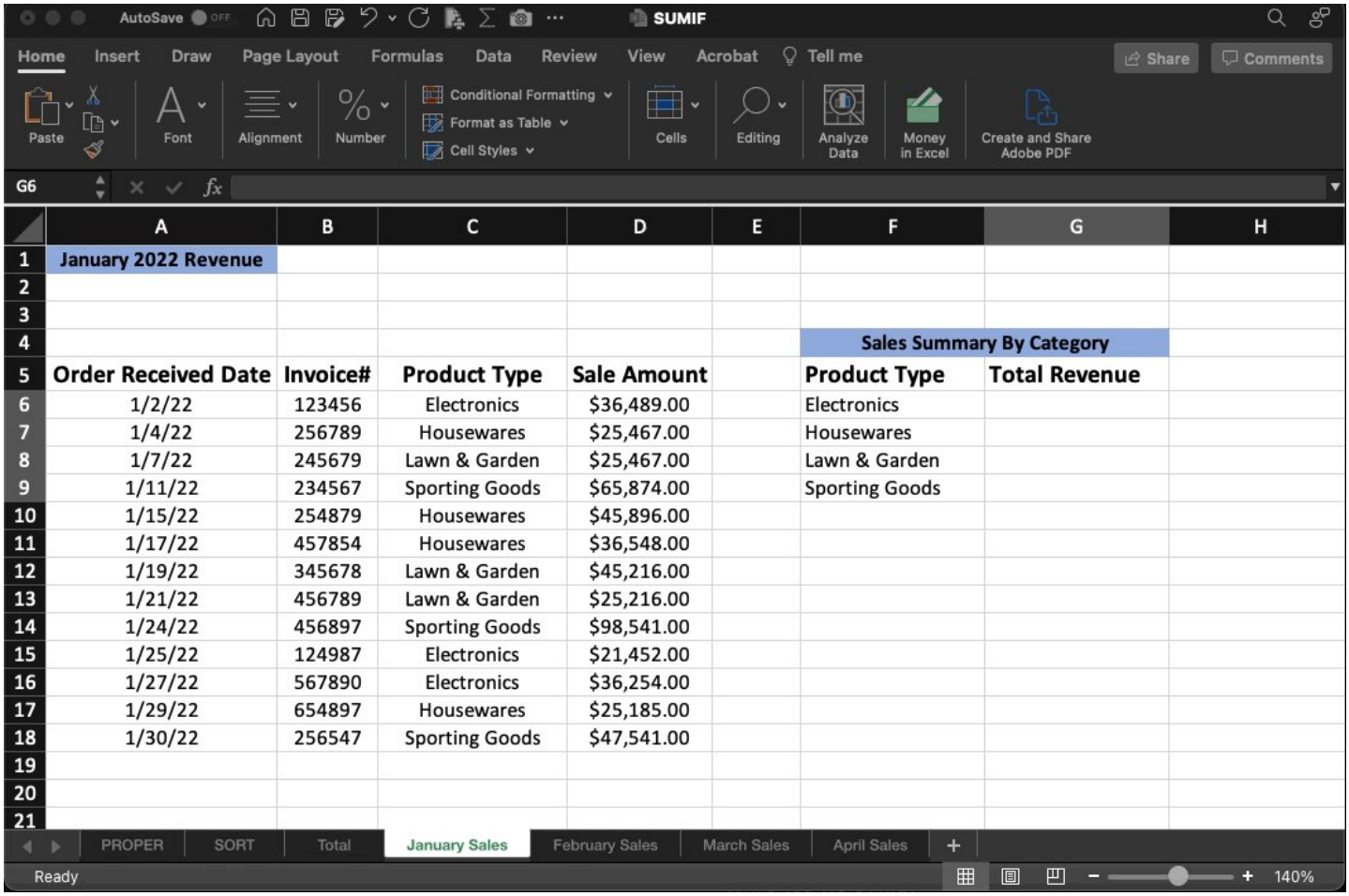


SUMIF:

The SUMIF function is particularly useful when you need to see totals segmented by category.

In our example, we see a breakdown of total revenue for the month by each department.

Just select your range, pick the criteria, and choose the column you would like to SUM.



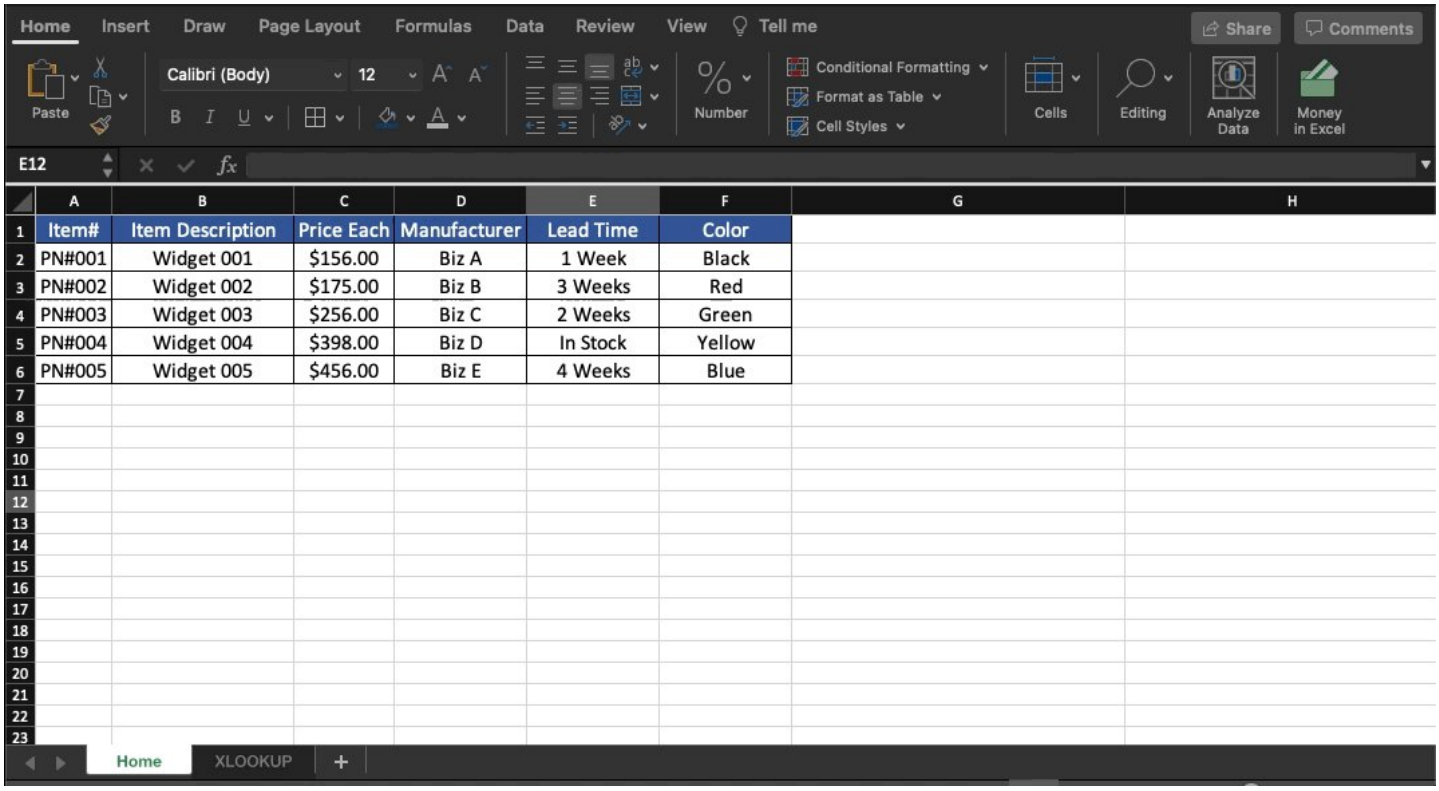
XLOOKUP: (MS365)

If you're an old-school Excel user, there's no doubt you're familiar with V-Lookup.

X is the new & improved version, here's why:

•Lookup array does NOT have to be only on the left-hand side.

•Allows you to return multiple values at the same time.



Item#	Item Description	Price Each	Manufacturer	Lead Time	Color
PN#001	Widget 001	$156.00	Biz A	1 Week	Black
PN#002	Widget 002	$175.00	Biz B	3 Weeks	Red
PN#003	Widget 003	$256.00	Biz C	2 Weeks	Green
PN#004	Widget 004	$398.00	Biz D	In Stock	Yellow
PN#005	Widget 005	$456.00	Biz E	4 Weeks	Blue

That's all for today!

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